

Data Breach Notification

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are writing to inform you of a data breach that has occurred, which may have affected your data that we handle on behalf of our organization.

On [insert date of breach], we discovered that [briefly describe the nature of the breach and the data involved]. We have taken immediate steps to contain the breach and mitigate its effects.

We want to assure you that we are committed to protecting your data and have implemented the necessary measures to prevent similar incidents in the future. We recommend that you take the following steps to protect your information:

- Monitor your accounts for any suspicious activity.
- Change passwords for any accounts that may be affected.
- Consider enrolling in a credit monitoring service.

If you have any questions or concerns, please do not hesitate to contact us at [insert contact information]. We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]